

General Procedures

Each panel member is given the opportunity to advise the other members of his ratings in each of the skills areas for an individual. The other members advise of any differences in opinion and why and a general consensus is reached on each rating in each of the skills for the individual. This procedure is carried over to the columns of Training Recommended, Assignment Potential, Growth Potential and Special Characteristics (GS-13 & 14 panel only).

Recommended Training - developmental training felt needed by the individual to enhance value to the career subgroup and broaden skills. Refer to OFN-2-TQ, Development Profile.

Assignment Potential - developmental assignments felt needed by the individual to enhance value to the career subgroup and broaden skills.

Growth Potential - As a general rule of thumb:

High Potential (HP) - two grades above current grade

May Develop High Potential (MD) - ~~one or~~ one + grade above current grade

Valuable Contribution - May Develop (VCMD) - one grade above current grade

Valuable Contribution - May Not Develop (VCMND) - current grade or current grade +

Limited Potential (LP) - current grade, will not advance

After each individual is completed, employees are grouped into categories -- HP, MD, VC, etc. The HP and the LP categories are ranked in numerical order, the others are in alphabetical order.

Individuals are selected for recommendation to the Board for promotion during the next year. Time in Grade is not a factor in this consideration.

GS-13 Senior Level Professional Officer

At this level of the employees' career, they have attained top level competence in their career field and have assumed high-level duties and responsibilities, either as a generalist or specialist professional finance officer. It is at this level that training and development should be directed toward a broad understanding of related operations and improving administrative ability. From this level future executives will be selected and particular care must be taken to ensure that the professional possess the demonstrated capabilities for growth and development.

ACTUAL

POTENTIAL

General Finance:	Based on experience in major finance div./staff managerial jobs, field station and Hqs. components B&F assignments. H-M-L used to indicate degree of experience.	H-M-L rating established based on indicated potentiality from education, quality of work performance, assignability, acceptance of responsibility, and capacity for future development and growth.
Budget	: Based on experience in budget formulation, preparation and execution in Hqs. and the field. H-Responsibility for budget formulation and preparation. M-Some budget formulation but mainly budget execution. L-Some exposure to all three processes.	Same as Above.
Audit	: Experience in commercial audit assignments. Rating established based on degree of performance as junior/senior auditor or auditor on contract team.	Same as Above.
Systems	: Based on experience in assignments involving systems analysis development and implementation and the application of systems to finance operations. H-M-L rating based on degree of experience including selected training courses.	Same as Above.
Monetary	: Experience gained from assignments in Monetary operations at Hqs. and certain field stations. H-M-L rating based on degree of responsibility and performance.	Same as Above.

General Support:	At this grade level employee must have experience in assignment as Chief, Support or Acting Chief, Support at Hqs. or field station. Rating based on performance on the job as H-Chief or acted as Chief M-Acting Chief in absence (must be knowledgeable of job requirements) L-provided assistance in limited performance (ad hoc situation)	Same as above plus in divisional has indicate an exceptional awareness and ability to handle a variety of assignments both in his specialized area and other fields
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PROMOTION CRITERIA

Criteria used in selecting employees for promotion consideration: Performance at present position level which is higher than employee's present grade; an excellent capacity for growth and development that far exceeds his current level and that of his peers; a highly effective leader and easily motivates others to achieve goals/tasks; accepts and carries out responsibilities; willingness and ability to perform in a variety of new tasks; creative and imaginative.

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Next 8 Page(s) In Document Exempt

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29 March 1978

MEMORANDUM FOR THE RECORD

SUBJECT: Competitive Evaluation Panel #3 Meeting

1. Competitive Evaluation Panel #3 met [redacted] on 27 & 28 March 1978 with the following members present: Messrs.

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2. The Chairman convened the meeting at 0845 on 27 March. The Panel recessed at 1215 and reconvened at 1300, recessed again at 1730, reconvened at 1915, recessed at 2130, reconvened at 2215, and recessed at 0100 on 28 March 1978. The Panel convened on 28 March at 0830, recessed at 1215, reconvened at 1315 and adjourned sine die at 1430.

3. The Competitive Evaluation Listing for the GS-12's and a list of promotion recommendations were completed and will be submitted to the Finance Career Board for review and approval and endorsement to the Head, MF Career Subgroup.

4. The Panel expressed their desire to have communication from the Board relative to changes to the Comparative Evaluation Listings that the Board wishes to make.

[redacted]

Secretary

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Vice Chairman

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